

***LIBRARIAN***

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**DEFINITION**

Under general direction, the Court Librarian performs a full range of professional law library duties associated with maintaining and updating the Court's legal source requirements.

**DISTINGUISHING CHARACTERISTICS**

This class is characterized by the requirement that the incumbent work independently while understanding the social, political and economic context in which the legal system exists. Incumbents in this position will be responsible for providing resources and legal information to judicial officers and court staff.

**TYPICAL TASKS**

- Plans and directs the development of print and electronic legal resources consistent with the library's mission statement.
- Assists judicial officers and court staff in legal bibliography, manual, and computerized legal research;
- Maintains office and central files;
- Prepares and distributes inventory, new acquisitions, and topical bibliography lists;
- Monitors developments and innovations in information technologies, such as the Internet and online databases;
- Participates in library budget activities, including invoice verification;
- Works with the Court Library Committee to coordinate resources with the annual budget
- Manages all aspects of the acquisition process.
- Orders supplies and maintains supply inventories;
- Answers directional and non-complex reference inquiries;
- Operates a variety of standard office equipment;
- Plans and participates in collection moves;
- Responsible for arranging for the transportation of boxes of books weighing up to approximately 40 pounds;
- Participates in recruitment, supervision and training of support staff.
- Performs other related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

The principles, purposes and practices of professional library work; modern library methods, techniques and terminology, automated systems; standard reference materials, and library tools.

**Ability to:**

Apply professional knowledge to practical problems on the job; utilize electronic tools for reference; establish and maintain effective relationships with judicial officers, court staff and vendors; speak and write effectively; plan, direct and evaluate the work of subordinate staff as assigned.

**EXPERIENCE/EDUCATION**

Equivalent to an associate degree, preferably in Library Science, and two years of paraprofessional law library experience. (Additional directly related experience may be substituted for the education on a year-for-year basis.)